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NATIONAL ACADEMY OF SCIENCES * NATIONAL RESEARCH COUNCIL

COMMITTEE ON TECHNIQUES FOR THE ENHANCEMENT OF HUMAN PERFORMANCE

2101 Constitution Avenue Washington, D.C. 20418

FACSIMILE TRANSMISSION

	DATE:	March 8, 1995
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SG1A		
	FROM:	Daniel Druckman
		RETURN FAX #: (202) 334-3584 TEL #: (202) 334-2355
		NUMBER OF PAGES: (including cover sheet) 3
SG1I	MESSAGE: tailored some period. Hop	Attached are the tasks and rough timelines for an NRC study ewhat to the needs of this project but conceived in terms of a one-year time se this is helpful.

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DELHP CBASSE-NAS

NRC Study Process Flow

1 Initiate Project

- Write proposal/budgets
- Obtain internal approvals

Form Committee П

- Nomination of Chair, members, and alternatives
- Obtain internal approvals
- Write appointment letters

Schedule and prepare for meetings Ш

- Develop agendas
- Meeting logistics
- Assemble material for agenda books
- Analyze bias situations
 - Conduct meetings (Chair and Study Director)

IV Conduct Site Visits and Briefings

- Prepare commissioned papers and report V
 - Commission paper writers
 - Prepare an outline for papers
 - Prepare initial draft of report based on papers
 - Committee review draft
 - Revisions and edits based on committee comments
 - Sign-off by members
 - Professional editing

\mathbf{v} Obtain Final Report Approval

- Report sent out to reviewers
- Respond to reviewers with revisons
- Obtain Report Review Committee Approval

VΠ Publication

^{*} Important to this study.

TIME LINES FOR A ONE YEAR PROJECT

TASKS	TIME LINES													
	0	1 month	2 months	3 months	4 months	5 months	6 months	7 months	8 months	9 months	10 months	11 months	12 months	
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Meeting 1					OT S AND S OF TAKE									
Meeting 2														
Meeting 3			<u> </u>	######################################	*42552335""		*********							
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